

How to Hire & Manage Professional Environmental Services

Presented by Victor M. Mendez
Environmental Engineer
Miami-Dade County DERM

How to Effectively Shop for Environmental Service

- Determine your needs and type of services required
- Question industry owners and operators on their experience
 - yellow pages
 - government lists/publications
- Meet with potential contractors
 - inquire about experience and knowledge of company
 - solicit recommendations
 - certifications, insurance, and references
- 3 written estimates

Seven Selection Criteria for County Contracts

- Past performance
- Affirmative action plans
- Willingness to meet budget & time
- Ability of professional personnel
- Location of firms
- Projected workloads
- Volume of work previously awarded

Types of Contracts

- Time and materials contract
 - scope of work is undefined
 - break down of all costs
- Lump sum contract
 - scope of work is clearly defined
 - three quote minimum
- Unit price contract
 - scope of work is clearly defined
 - line item price that is associated with a specific tasks
 - Includes salary, benefits, OH, materials, and equipment
 - three quote minimum

Minimum Requirements for T&M Contracts

- Scope of work
- Time frames
- Personnel list and duties
- Labor rates & benefits
- Equipment rates/markups
- Subcontractor costs
- Certifications
- Deliverables
- Payment milestones defined
- Contingency account
- Damages clause

Minimum Requirements for Lump Sum & Line Item Contracts

- 3 written quotes
- Detailed scope of work
- Lists of all subcontractors
- Certifications/insurance
- Time frames
- Deliverables
- Payment milestones defined
- Damages clause

Negotiating the Contract

- Ask questions
 - explanation of scope & cost
 - Subcontractor experience
 - time table to completion
 - knowledge of local, state & federal regulations
- Compare costs with known industry publications
 - FDEP templates
 - Green book
- Low bidders vs. experience
- Incentives for completing work early
- Verify licenses, certifications, and insurance

Management of Contract

- Establish a contact person
- Require project updates
- Monitor field activities
 - Number of personnel working
 - Type & quantity of equipment
 - Work habits and scheduling
 - Delays
- Monitor budget
 - non-payment for idle time and projected work
- Promote quality
- Control the project

Firing a Contractor

- Are you satisfied with the quality of the work?
- Accurate and timely communication
- Proper and timely performance
- Document all non-satisfactory work
- Meet with the contractor to discuss non-satisfactory items
- Evaluate whether hiring a new contractor is cost effective
- Damages clause
- It's your money!